**Executive Regional Directors**

**Weekly PLC Team Meeting**

**September 4, 2013**

**7-8:30am**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five district goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Review CSIP plan (Mark)
* Review grant application procedure (Karen)
* Review and revise year-long K-12 Leadership PLC - DRAFT 4 including “assessment” (All)

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **7:00-7:05** | Review and revise agenda |
| **7:05-7:10** | Reading |
| **7:10-7:15** | Review CSIP plan (Mark) – spoke to Alex about this. A lab time will be scheduled and optional for principals. Mark will print a small packet of instructions for principals. Invitation for lab time will be sent tomorrow. This year the CSIP closes before the fall report window opens. |
| **7:15-7:20** | Review grant application procedure (Karen) – Karen will revise with positions instead of specific people and bring to next ERD meeting. |
| **7:20-7:25** | Review robotics plan (Karen) – need to find $$ for laptops to run robotics kits. Waiting for October bids for COWS to come in which means the earliest we can get COWS is likely to be December. |
| **7:25-7:30** | Review Billie Donnegan/Assessment Practices, etc. plan (Karen) – Karen plans to write a plan for 2-3 days. 1.5 days for Sentinel focused on Thematic Academies. 1.5 days for Big Sky High School focused on Thematic Academies. .5 w/ ERDs and Alanna focused on Assessment. .5 w/ just ERDs focused on PLCs. |
| **7:30-7:35** | Review 9/4 Coordinator’s meeting agenda (Karen) – Karen will make adjustments for this afternoon. |
| **7:35-7:40** | Review September K-5, MS Leaders, HS Principals agendas (Mark will draft K-5 and Heather and Karen will use as template)- Mark will put finishing touches on this and send to us today. |
| **7:40-8:00** | Review and revise year-long K-12 Leadership PLC - DRAFT 3   * Review month by month targets within template * Review targets/questions month by month for weekly ERD/individual principal meetings * Collaboratively develop 9/24 meeting agenda:   + Confirm meeting targets   + Determine protocols/activities to use   + Develop assessment of learning   Why establish a PLC?   * Create NORMS as an activity, have Webb facilitate the activity (Karen will ask Webb to do so and work with her on leading a protocol); * Need to give NORMS as a deliverable for 9/24; * Share ALL deliverables with “blanks” for due dates;   Karen will work on this and bring back for our next ERD meeting.  PLC template will be ONLY agenda item next week for ERD meeting. |
| **8:00-8:20** | Address other items not on agenda  Ran out of time |
| **8:20-8:25** | Conclude meeting with a summary  Determine items for next meeting agenda  Confirm assignments and next steps  Ran out of time |
| **8:25-8:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms?   Ran out of time |